



**JOINT READINESS TRAINING CENTER AND FORT POLK
CIVILIAN PERSONNEL ADVISORY CENTER
FORT POLK, LOUISIANA 71459-5341**

*"ARMY CIVILIAN PERSONNEL PROFESSIONALS--
HELPING LEADERS MEET THE MISSION"*



CPAC INFORMATION BULLETIN
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EMPLOYEE RESPONSIBILITIES AND CONDUCT

Code of Ethics. Federal employees are held to high standards of conduct. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each employee is expected to respect and adhere to the principles of ethical conduct set forth in applicable laws and regulations.

General Principles. Employees shall apply the following principles in determining whether their conduct is proper.

- Employees shall place loyalty to the Constitution, the laws and ethical principles above private gain.
- Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

- Employees shall not, except as permitted by law or regulation, solicit or accept gifts or other items of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- Employees shall put forth an honest effort in the performance of their duties.
- Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
- Employees shall not use public office for private gain.
- Employees shall act impartially and not give preferential treatment to any private organization or individual.
- Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
- Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

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- Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those —such as Federal, State, or local taxes—that are imposed by law.
- Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
- Employees shall endeavor to avoid any actions creating the appearance that they are violating ethical standards.



VIOLENCE- FREE WORKPLACE

1. Employees are reminded that it is Fort Polk policy to provide a workplace for all employees, which is safe and free from violence. All personnel are expected to work together to establish a violence-free workplace with open and candid communications and respect by and for all individuals. Managers and supervisors are required to establish an environment which is responsive to employees' concerns and encourages open communication free of reprisal.

2. Any form or manner of threatening acts, remarks, or gestures in the workplace is considered unacceptable in the JRTC and Fort Polk workplace. There is a zero tolerance for violence, or threats of violence, by anyone at any level at JRTC and Fort Polk. All threats are to be thoroughly

investigated. Those employees who engage in this type of unacceptable behavior will be subject to the initiation of appropriate disciplinary action.

3. Workplace violence is defined as "an action (verbal, written, or physical aggression) which is intended to control or cause, or is capable of causing, death or serious bodily injury to oneself or others, or damage to property. Violence includes abuse of authority, intimidating or harassing behavior, and threats." Conduct which is expressly prohibited includes, but is not limited to, the following:

a. Physical assault (hitting, pushing, kicking, holding, and impeding or blocking the movement of another person).

b. Threats against persons or property, indecent language, provocative speech or gestures, or verbal intimidation.

c. Sexual harassment (including, but not limited to, unwelcomed sexual advances or sexual conduct that creates an intimidating, hostile, or offensive environment).

d. Willful damage to government or personal property.

4. All employees need to know how to lessen the probability of violence occurring in the workplace. The recommended measures to be taken to reduce the risk of violence are as follows:

a. Watch for warning signs and defuse dangerous situations before violence breaks out.

b. Take *all* threats seriously. Notify management when threats are made, even subtle ones.

c. Understand the procedures to follow when a violent situation arises.

d. Notify management if any weapon is brought into the workplace.

e. Mentally prepare for "what if" situations.

5. Employees may provide key information to the supervisor in potential violent situations. If employees feel uncomfortable, or if they are fearful of being around a fellow employee, supervisors and managers will take this as a good indication that possible trouble is brewing.

6. JRTC & FP Pamphlet 690-5, Violence-Free Workplace outlines sources and early warning signs of potential violence, appropriate responses to early warning signs and threats, post-threat steps, and general prevention strategies. The regulation may be obtained from the JRTC & Fort Polk's Electronic Workplace at <http://doimnt1/welcomepage.htm>. Quick reference guides for reporting and assessing incidents are at Appendixes A through D.

7. Additionally, supervisors and managers are encouraged to review the handbook, [Dealing with Workplace Violence: A Guide for Agency Planners](#). This handbook, developed by the Office of Personnel Management and the Interagency Working Group on Violence in the Workplace, is the result of a cooperative effort of many Federal agencies sharing their expertise in preventing and dealing with workplace violence. The handbook is located on the Office of Personnel website: <http://www.opm.gov/workplac/index.html-ssi>.

8. Questions concerning the information contained in this section may be directed to your servicing Civilian Personnel Advisory Center Team, at telephone number 531-4020.



IMPROPER USE OF GOVERNMENT VEHICLES

Improper use of government vehicles is serious: It costs the government money, and it exposes the government to liability. Employees are reminded that Federal law and regulation restrict the use of government motor vehicles, including any vehicle owned or leased by the government, to official purposes only. Official purposes means any application of a motor vehicle in support of authorized DoD functions, activities, or operations. Generally, this means that if you need vehicle transportation to accomplish the mission, then you may use a government vehicle.

Any civilian employee who uses or authorizes the use of a government passenger motor vehicle for other than official purposes is subject to disciplinary action consisting of a suspension from duty without pay or removal from office. Any civilian employee who willfully uses or authorizes the use of a government passenger motor vehicle (owned or leased by the United States Government) for other than official purposes shall be suspended from duty without pay for at least one month, and when circumstances warrant, for a longer period or summarily removed from office.

Questions regarding the appropriate use of an official government vehicle should be referred to your first line supervisor.

References:

31 U.S.C. 1344, 1349

DoD Directive 4500.36, Management, Acquisition and Use of Motor Vehicles, 10 April 1985

AR 58-1, Management, Acquisition and Use of Motor Vehicles, 28 January 2000
Command Policy Memo #L-12 – Use of Government Vehicles, 30 May 2000



ARMY CAREER AND ALUMNI PROGRAM (ACAP)

The ACAP mission is to provide timely and effective transition assistance to all DoD personnel. Transition assistance includes those activities needed to help transitioners succeed in their transition from the Federal government to the next stage of their career. All DA civilian who plan to retire, resign from Federal service, or transition under realignment or reduction-in-force actions may participate in the program.

The ACAP program begins with Job Assistance Training Application (JATA). It is an interactive video session that can be viewed in one day (approximately 5-6 hours) or viewed over several days. Included is how to write resumes, both government and civilian, interview skills and techniques, and job search strategies and networking. Software available includes SF171/OF612 writing, interest inventory (allows an individual to identify which job/career field is best suited for them), and career choices (allows an individual to look at job requirements, salary potential, and an outlook for career advancement).

The ACAP Center's excellent resource room has over 100 books – the latest information – on career, resumes, job search, and self-appraisal.

Also, the ACAP Center has a bank of computers, all hooked to the Internet for job bank research, including government jobs. You may also access several job databases

through the Army ACAP homepage. You can use these computers to type your resume and again use the experts at the center to look over your resume and offer you tips on how to better target your resume to the job. Notify your supervisor that you would like to avail yourself of the ACAP program. Your supervisor will then contact the ACAP Center. This helps ACAP designate a computer for your use on the date/time you select. Appointments may be made by calling 531-1591.



NON FOREIGN COST-OF-LIVING ALLOWANCES (COLAs)

The Office of Personnel Management is publishing interim regulations to increase the COLA rates paid to certain Federal employees located in specific non-foreign overseas locations. These new COLA rates are the result of the settlement from Caraballo et al. v. United States.

The table below shows the new COLA rates that will be effective on the first pay period beginning on or after October 1, 2000. The COLA rates in all other allowance areas will remain the same.

Allowance Area	Old COLA Rate	New COLA Rate
Hawaii County	15.00	16.50
Kauai County	22.50	23.25
Maui County	22.50	23.75
Guam (Commissary/Exchange)	20.00	22.50
Puerto Rico	10.00	11.50
U.S. Virgin Islands	20.00	22.50

If you need any further information regarding this subject, please contact Beth Helmer at (703) 325-9974, DSN 221-9974, or your servicing Civilian Personnel Advisory Team at 531-4020.



GETTING THE WORD OUT ON ARMY CIVILIAN BENEFITS?



The Army Benefits Center - Civilian (ABC-C) began servicing the Southwest Region in February 2000. Since

then, we have added another region every 45 days and are currently servicing approximately 120,000 Army civilian employees. Pre deployment training of CPOC and CPAC staffs appears effective and well received. Reports on the training of managers, supervisors and employees reveal minimal problems.

Some Tough Lessons

We have some serious educational shortfalls in our retirement system. Pre-retirement planning needs attention. For example, most employees do not realize the importance of planning for their retirement early - at least 5 years before their effective date to make decisions on health and life insurance coverage after retirement. [Longer if they want sufficient funds in their Thrift Savings Plan to materially improve their available funds.]

Buyback of Military Service requires submission for action at least a year ahead of time, time to make the submission and get the result, and time to secure and submit the funds to receive the credit. Prior Federal employment that needs deposit/redeposit for

credit also takes lead time for the same reasons.

Educating and counseling employees to plan ahead will help avoid unnecessary delays or unfortunate results regarding their life insurance, health benefits plans, spousal annuity payments, etc. It's important to plan NOW for a future retirement decision. The message we need to convey to employees is simple. If you are looking forward to retirement within the next 6-7 years, start NOW to make those important decisions. Go to the ABC-C Web Page and start getting familiar with the requirements.

FACTS

Fewer than 32% of the serviced employees have made contact to establish an initial Personal Identification Number (PIN).

Of 305 applications received for retirement, 304 of them required additional work by the applicant. Looking over the applications to date, several things are clear.

The average time of receipt of these incomplete applications is 21 days before the desired retirement date. That means that folks will not get the necessary corrections done, received at ABC-C, and processed before THE DAY.

Employees need to get their estimates between 6 - 9 months before their retirement date. Not later than 4 - 5 months before retirement, they need to pull tile forms from the ABC-C Web and go over tile application forms. Talk to the counselors as necessary for clarification, make their decisions, and submit completed packages by not less than 60 to 90 days before the desired date.

The ABC-C Web Page is at <http://www.abc.army.mil>

*(The above was contributed by the
Army Benefits Center- Civilian)*



- You can't change your TSP account address on the web. If you are an active Federal employee, your agency must update your TSP address. You can contact your Customer Service Representative (CSR), fill out a change of address form, and it will be input into the payroll system. Payroll will then notify the National Finance Center who will make the change in the TSP system.
- If your participating doctor drops out of the health plan program in the middle of the year, you will need to wait until the next open season to change health plans. However, you will be allowed to change your physician immediately.
- When you do a transaction on the Interactive Voice Response System (IVRS), you must always return to the previous menu before you hang up. Hanging up before receiving this notice will void your transaction.
- Your LES documents all business transactions affecting your salary. We highly recommend you make it a habit to verify your LES every pay period. Additionally, you can contact ABC-C to hear the updated information voiced back to you to confirm completion of a business transaction.
- The same PIN is used to gain access to both IVRS and EBIS. Changing your PIN in one system automatically changes it in the other.



WWII VETERANS SCHEDULED TO RECEIVE H.S. DIPLOMAS

The Louisiana Board of Elementary and Secondary Education, in conjunction with the Department of Veteran Affairs, will award an honorary high school diploma to honorably discharged World War II veterans who enlisted in the service before graduating, according to Col. Joey Strickland, Executive Director of the Department of Veteran Affairs.

"Many veterans enlisted to fight for their country before finishing high school. It is time to give them the recognition they so richly deserve. At the outbreak of the war, thousands dropped out of school and rushed to enlist. After the war ended, many did not return to complete their education," Strickland said.

There is no time limit to apply for the diploma. Diplomas will be issued through the local school boards with an appropriate ceremony. Family members of deceased World War II veterans may also apply for the diploma to be awarded posthumously. To apply for the diploma, contact Jim Lonadier, the local veterans Assistance counselor. His office is located in the basement of the Beauregard Parish courthouse in DeRidder. He is in the office on Wednesdays only. The telephone number is (337) 463-7305. Mr. Lonadier has the applications forms and will assist in completing the forms.

Mr. Lonadier also has an office in Leesville. The telephone number is (337) 238-6401.



**COMING
SOON**

**Federal Employee
Health Benefits (FEHB)
Open Season
November 13 - December 11**

**Thrift Savings Plan (TSP)
Open Season
November 15 - January 31**



ARTICLES FOR BULLETIN

If you have suggested topics or articles you would like addressed in future bulletins, submit them to:

**Civilian Personnel Advisory Center
7041 Radio Road
Fort Polk, LA 71459-5341
ATTN: Bill R. Chance or
Nora Fletcher**

Or you can call 531-4020/4708. If at all possible, suggested topics will be addressed.

**//ORIGINAL SIGNED//
DONALD R. MALLET
Director, Civilian Personnel
Advisory Center**

